

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Insurance Company Name]
[Claims Department Address]
[City, State, Zip Code]

RE: Notice of Property Damage Claim

Policy Number: [Your Policy Number]
Date of Loss: [Date Damage Occurred]
Location of Loss: [Address where damage happened]

To whom it may concern,

This letter serves as a formal notice of a property damage claim for the property insured under the policy number referenced above. The damage was caused by [Insert cause, e.g., fire, wind, water leak, theft] which occurred on [Date].

The following is a brief description of the damage to the property:

- [Description of damage item 1]
- [Description of damage item 2]
- [Description of damage item 3]

I have attached initial documentation to support this claim, including [List attachments, e.g., photos, repair estimates, or police reports]. I have taken necessary steps to prevent further damage to the property.

Please provide me with the claim number and the contact information for the adjuster assigned to this file. I look forward to your prompt response and a timely inspection of the damage.

Sincerely,

[Your Signature]

[Your Printed Name]